

**Homeland Security Grant Program  
Delaware Homeland Security Terrorism Preparedness Working Group  
Meeting Minutes**

**March 13, 2017**

**Call To Order**

A. DEMA Director A.J. Schall convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:00 p.m., in the Delaware Emergency Management Agency (DEMA) James E. Turner, III Educational Center. The following documents were provided to all meeting participants:

- 1) Meeting Notice & Agenda
- 2) DHSTPWG Meeting Minutes, February 13, 2017
- 3) Training and Exercise Subcommittee Meeting Minutes, February 1, 2017

B. Minutes from the February 13, 2017 meeting were reviewed and approved. **(Motion Approved: Robert Newnam; Second: Jamie Bethard – Passed Unanimously)**

**1. Old Business**

A. **Training and Exercise Subcommittee** – (Robert Newnam, Chairman)

Mr. Newnam briefed copies of the minutes that were provided to the Working Group. No actions were needed to be taken by the Working Group. An exercise in the City of Wilmington was rescheduled to conflict with another event, but it is moving forward at a new time and date with full participation of relevant agencies.

B. **2015 Homeland Security Grant Status**

Ms. Hupp spoke about the FY15 grant status and said that it was moving along well. FY16 funding is now available, though disciplines should spend down their FY15 funding before moving into the new funds.

There was a reallocation request from Public Health. They incurred a cost-savings by moving to a free federal system of inventory tracking, and by partnering with DEMA to fund their WebEOC account. They would like to use the money saved to replenish the state's stockpile of anthrax-response pharmaceuticals. The money would be enough to cover doses for 30,000-32,000 people. They took a cut in the funding for the stockpile for FY15, so even with the reallocated money, they are still in need of funding to replace pharmaceuticals as necessary in the stockpile. **(Motion- Robert Newman, Second- Allen Metheny.)**

**C. Projects Unfunded (PUF) List**

Ms. Hupp presented the current PUF list to the group and asked that if any discipline have other requests or updates that they be provided to their planner.

**3) New Business**

**A. Citizen Corps Presentation**

Marny McLee presented on the Citizen Corps program for the state and gave the group information about how Homeland Security Grant funds have been used in past years in conjunction with other funding streams. He discussed how the program has collaborated with local councils and local law enforcement agencies to help the public have a better awareness of how to be prepared for and respond to emergency and disaster situations. He discussed some of their public outreach events, such as First Responders Night at the Delaware 87ers, which raised over \$3,000 for the American Red Cross this year alone, Public Safety Night at the Wilmington Blue Rocks, Family Emergency Preparedness Day, and various other events, promotions and giveaways that program supports in their successful efforts to reach the public. He also spoke about their education classes offered throughout the year, in which subject matter experts are brought in to train the public in areas such as light search and rescue, preparedness, and more. Delaware's Citizen Corps program has been recognized twice as the best program in the nation by the White House, and Mr. McLee has been honored as a Champion of Change by the White House.

**B. Director Comments**

Director Schall stated that the Notice of Funding Opportunity (NOFO) for FY17 had yet to be released, but should be shortly. He cautioned that with current state and federal budget concerns, disciplines should anticipate further funding cuts that could make sustainment of current projects more difficult. He affirmed that funding will become more competitive, and that projects need to explicitly linked to THIRA findings and will be prioritized by need.

**C. Discussion**

Director Schall thanked Principal Planner Tony Lee, Terrorism Planning Section Supervisor Chris Murtha, and Planner Renee Hupp for their efforts during the recent successful FEMA audit. He also thanked the disciplines for their cooperation and continued work with DEMA that has helped our grant program run successfully.

Jamie Bethard from DNREC asked any discipline that has an ADP 2000 to contact him to coordinate the proper disposal of the equipment. It is in the process of being replaced and DNREC is ensuring that all old units are accounted for and disposed of correctly.

- 4) **Next Meeting** – The next meeting is scheduled for April 10, 2017 at 1:00 p.m. at DEMA.
- 5) Meeting was adjourned; **Motion-Robert Newnam, Second- Dave Carpenter.**

**Minutes approved by DEMA Director**

A.J. Schall, Jr.

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachment: Attendance Roster

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<b>MEETING ATTENDANCE ROSTER</b>	
<b>Name</b>	<b>Agency</b>
A.J. Schall, Jr.	Chairman
Allen Metheny	Co-Chairman, DVFA
Amy Anthony	DE Division of Motor Vehicles
Jamie Bethard	DNREC, Division of Waste & Hazardous Substances
Wiley Blevins	DE National Guard
David Carpenter	New Castle County EMA
Dwayne Day	DeDOT
Sandra Ennis-Alexander	DTI
Colin Faulkner	Kent County Public Safety
Joseph Hughes	League of Local Government
Mei Johnson	Citizen Corps
Marny McLee	Citizen Corps
Major Daniel Meadows	DSP
David Mick	Kent County Public Safety
Lisa Morris	DE Attorney General Office
Robert Newnam	Delaware State Fire School
Brandon Olenik	Kent County EMA
Suzanne Raab-Long	Delaware Healthcare Association
Tim Sexton	Division of Public Health
Kevin Sipple	Kent County Public Safety
Lisa Tanielian	DDA
Harvey Velott	DSP
<b>Working Group Guest</b>	
Isabella Kaplan	DTI
<b>Delaware Emergency Management Agency Staff</b>	
Shaun Diggs	Terrorism Preparedness/Purchaser
Paige Fitzgerald	Terrorism Preparedness Planner
Renee Hupp	Terrorism Preparedness Planner
Josh Kelly	Terrorism Preparedness/DEOP Planner
Chris Murtha	Planning Supervisor
Tony Lee	Principal Planner
Tom Nesbella	WMD Planner